

How to Process Follow Up Data

READ EVERYTHING BEFORE YOU DO ANYTHING...

POSTSECONDARY Schools

- If your school conducts its Follow Up process through another office in your school AND the office can document that the information is complete, accurate and reliable, it is not necessary to contact the student a second time.
- However, the information **MUST** be entered in the appropriate Follow Up Response Form in TEDS and must adhere to the TEDS data retention policy.

ALL Schools

- The document ID number assigned to student Follow Up letters is created based on the number of letters generated for the specific type of follow up. The result is ID numbers may not match across the different types of follow up letters.
- Your TEDS should be in **CURRENT** year. **DO NOT** change to previous from this screen

The screenshot shows the TEDS Secondary School Administrator interface. On the left is a navigation tree with options like 'Home (System Messages)', 'Secondary School Administrator', 'Select School', 'School Wide Enrollments', 'Student Search', 'Career Readiness', 'Pathway Sections', 'Academic Enrichment 32.0101', 'Accounting 52.0301.00', and 'Accounting/Data Processing 52.0302'. The main area is titled 'Year and School Selection' and contains a 'Select School to work with' section. Below this, there are two dropdown menus: 'Select School:' which is set to 'YOUR TECHNICAL SCHOOL [888888888]' and 'School Year:' which is set to '2016-2017'.

Part I: Generate Follow Up Letters

1. Under “Follow Up” in the navigation tree at the left of the screen, select “**Generate Letters**”.
2. The default letter is for “**Student**” (change to “Retention” if necessary)
3. The default school year will be the previous year (change if necessary)
4. The Default Report Format should be “**Default PDF**”

OPTIONAL: you can choose to place the SSID or SSN on the letter by checking either box

5. **OPTIONAL:** select SSID or SSN to have it print on the letter

6. Click **Generate Letters**

This is a screenshot of a 'Follow Up' navigation menu. It has a title 'Follow Up' and three items: 'Generate Letters' (which is highlighted with a blue box), 'Enter Information', and 'Student Follow Up List'.

This is a screenshot of the 'Generate Letters' form. At the top is a 'Close Page' link. The form is titled 'Generate Letters'. Below the title is a section 'Generate Letters For' with three radio buttons: 'Student' (selected), 'Employer', and 'Retention'. Below these are two dropdown menus: 'School Year:' set to '2013-2014' and 'Document #:' which is empty. Below these is a checkbox 'Create Letter Previous Year:' which is unchecked. Below that is a dropdown menu 'Report Format:' set to 'Default (PDF)'. Below this is a section 'Student Folio Report Options' with two checkboxes: 'Print SSN:' (checked) and 'Print SSID:' (unchecked). At the bottom are two buttons: 'Generate Letters' (highlighted with a blue box) and 'Student Folio Report'. At the very bottom is a 'Close Page' link.

TEDS will generate the appropriate Follow Up forms and display them on screen

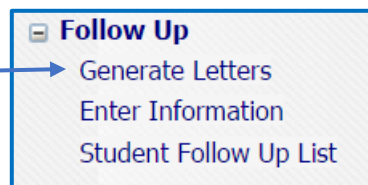
7. **OPTIONAL:** Print or Save your letters

**** Printing/Saving is not required for Secondary Schools ****

Part II: Generate Summary Reports

The Summary Report provides pertinent data generated by the letters (including the document ID).

1. Under “Follow Up” in the navigation tree at the left of the screen, select “**Generate Letters**”.



2. The default letter is for “**Student**” (change to “Retention” if necessary)

3. The default school year will be the previous year (change if necessary)

4. The Default Report Format should be “**Default PDF**”

OPTIONAL: you can choose to place the SSID or SSN on the letter by checking either box

5. **OPTIONAL:** select SSID or SSN to have it print on the letter

6. Click **Student Folio Report**

TEDS will generate a report listing each student along with document ID numbers and basic demographic information

7. Print or Save Folio Report for verification and to track the follow up data that will be entered in Part III

Part III: Enter Student Follow Up Data

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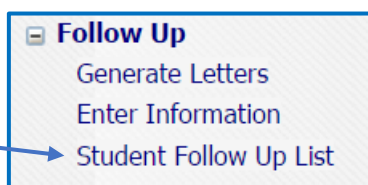
SECONDARY Schools

- Using the Student Folio Report (Follow Up Summary), go to the Graduation tab in Infinite Campus and note the corresponding transition status for each student.

ALL Schools

- The document ID number assigned to student Follow Up letters is created based on the number of letters generated for the specific type of follow up. The result is ID numbers may not match across the different types of follow up letters.

1. Log into TEDS
2. Under “Follow Up” in the navigation tree at the left of the screen select “**Student Follow Up List**”.



- Select the year for which you are completing follow up information
 - Click "Search"
- This will create a list of all student records requiring follow up information

Remember: This list will be based **ONLY** on students terminated as "Completer (for Postsecondary Only)" or "Completer and HS Graduate", **NOT** all graduates

- Using the dropdown menu, select the Employment status that most closely matches the status noted from IC for each student

Document #	Name	SSID	Pathway Name	Employment Status	Details
3	Claus Santa	1945632587	Administrative Support [52.0401.00]	- Select One	Details
6	Duck Donald		Entry Level Collision Repair Painter [47.0	- Select One	Details
4	Mouse Mickey		Entry Level Collision Repair Painter [47.0	- Select One	Details
1	STUDENT NOTAREAL	1764587459	Administrative Support [52.0401.00]	- Select One	Details
7	Tee Mister		Horticulture and Plant Science Systems	- Select One	Details
2	Watson Holly		Business Management [52.0201.01]	- Select One	Details
5	Winkler Dale	1956893251	Administrative Support [52.0401.00]	- Select One	Details

- Click **SAVE** before you leave the page
- IF YOU WISH TO ADD MORE INFORMATION:** Click "Details" next to the student name. This will bring you to the standard Follow up information screen where you can insert additional detail as desired.

Part IV: Enter Retention Follow Up Data (Postsecondary ONLY)

Select Company

To enter information for company, click "Select Company"

Contact Information

The Contact Information section is for a contact at the Company for a specific student. It is possible to have contact information for multiple people at the same company. Simply enter the appropriate contact data for the selected student in the 'Contact Information' box.

Employment Status: This will have been completed during Part III

Salary Amount: Enter reported salary by hour, week, month or year

Hours worked/week: Enter reported weekly hours

Remember to click SAVE once entries are completed.